

## **PRESCREENING CHECKLIST**

<b>CRITERIA</b>	<b>PURPOSE</b>	<b>ATTRIBUTE DATA</b>	<b>DEFECT SOLUTION</b>
<b>1. Original Signature of traveler on Voucher?</b>	Claimant authentication; accuracy of claim.	Claimant Signature Block on DD-1351-2 or SF-1164.	Reject Claim and Return to Member with Problem Claim Cover-letter
<b>2. TVS Address matches return address on Voucher?</b>	Provide customer feedback & update IATS Travel Card data fields.	Voucher blocks 4-8, 11 updated in IATS as shown on TVS.	Insert claimant address as submitted.
<b>3. Administrative Review completed?</b>	Ensure mission complete & expenses reasonable & justified. CGSupp 2500.	Approving Signature Block on DD-1351-2 or SF-1164.	Reject Claim and Return to Member with Problem Claim Cover-letter
<b>4. Valid Travel Order &amp; Amendments received?</b>	Reimbursable/accting document directing tvl signed by AO & entitlement basis. U2115,U4400	Forms: Ltr, Msg, Memo, CG-4251, CG-5131, SF-1164, etc.; copies for Blanket Ords.	Reject Claim and Return to Member with Problem Claim Cover-letter
<b>5. Voucher Itinerary dates match specified travel period in Order?</b>	Voucher travel dates must coincide with authorized period to travel. U2135	Compare Voucher Blk 15 w/order departure date and est. duration. Dates impact Per Diem, etc.	Reject Claim and Return to Member with Problem Claim Cover-letter
<b>6. Travel Advance charged against Govt. Funds accounted for?</b>	To account for and liquidate any prior advance paid on a travel order. CGSupp, U2300,U5165	Compare Voucher Blk 10 along w/travel order or SF-1038.	Query advances via DAFIS; oversights cause overpayments.
<b>7. Was Mode of Travel performed as directed?</b>	TDY orders direct mode of travel & must be cost advantageous to Govt. PCS has elective modes. U3002, U3115, U3300	Compare Voucher Blk 15 to Order directed mode of travel remarks for consistency.	Settle claim expense based on directed mode of travel. If not directed, use advantageous method aligned w/traveler.
<b>8. Has valid Lodging Receipts or Traveler's Statement?</b>	All claimed lodging expenses require some legitimate form of receipt. U2010, U2500, U4220	Receipts should be on Co. ltrhead, itemized by date, daily rate, tax and may list other expenses.	Receipt or lost statement must be obtained to settle this expense. Process Partial Claim
<b>9. Has Receipt for any expense \$75 or over, or traveler's statement?</b>	Any claimed item \$75 or greater requires some legitimate form of receipt. U2010, U2500, U4500, U5212	Receipts should be itemized by date, daily rate, tax & total cost. Look for "FP" data on Airfare tickets.	Receipt or lost statement must be obtained to settle this expense. Process partial claim.

## **PRESCREENING CHECKLIST**

### **continued**

<b>CRITERIA</b>	<b>PURPOSE</b>	<b>ATTRIBUTE DATA</b>	<b>DEFECT SOLUTION</b>
<b>PCS No. 1: Verify Table of Official Distance for Travel?</b>	Official distance establishes MALT PLUS, travel time, & mileage cost. U5105	Compare travel orders with OTD on internet.	Compute entitlement based on Official Table of Distance and mode of travel used.
<b>PCS No. 2: Retirement: Home of Select (HOS) specified on Order?</b>	Traveler may elect final HOS destination and use entitlement accordingly. U5130, U5230	Compare orders & endrsmnts w/Voucher Blk 12 and 14.	Determine and compute entitlement based on actual travel performed.
<b>PCS No. 3: DLA Entitlement substantiated/verified?</b>	Determine & verify eligibility for DLA based on DEPN status or NO Govt Qtrs available. U5600	Voucher Blk 12 & Orders contain DEPN Data or indicates No Govt Qtrs or lease avail.	If determined not eligible, create LOI and process.

*Note: Any item that is not reimbursed when processing travel claims **must be addressed in the Remarks Block of the Travel Voucher Summary Sheet**. This is to inform the traveler of why a reimbursement was denied and how to submit a supplemental for that particular reimbursement if entitled.*